DUTY STATEMENT - PROPOSED

Employee Name:

Classification: Staff Services Manager II (Supervisory)  Position Number: 580-400-4801-909

Working Title: Invoice/Grants Manager  Work Location: 1616 Capitol Avenue Sacramento, CA 95814  
-or-

                     850 Marina Bay Parkway Richmond, CA 94804

Collective Bargaining Unit: S01  Tenure/Time Base: Limited-Term/Full Time

Center/Office/Division: Center for Infectious Diseases  Branch/Section/Unit: Testing Task Force Branch/Administration  
Section/Invoice-Grants Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by planning, coordinating, directing, and assisting the operation and supervision of the COVID-19 Testing Task Force (TTF) Invoice/Grants Unit. The Staff Services Manager II (SSM II) is responsible for monitoring and maintaining all funding sources and keeping expenditures in line with grant award funding and budget authority. The SSM II is also responsible for overseeing invoice processing for the TTF and ensuring successful preparation and submittal of all grant applications and reports. The incumbent oversees the coordination and preparation of contracts for the TTF, including managing encumbrances as needed. The SSM II works collaboratively with managers and staff throughout the TTF, as well as administrative areas in the CDPH and other federal, state, and local agencies.

The incumbent works under the general direction of the Staff Services Manager III, Administration Section Chief of the Testing Task Force.
Special Requirements

☑ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
☐ Travel:
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☐ License/Certification:
☐ Other:

Essential Functions (including percentage of time)

40% Provides overall direction to the Invoice/Grants Unit and the staff who perform tasks related to managing budget authority, grants management, fiscal oversight, contracts, invoices, and vendor payments. Ensures the Testing Task Force (TTF) is compliant with policies, procedures, and deadlines. Provides support and customer service to the TTF Chair and the TTF Management Team. Sets expectations and monitors work performance. Holds meetings and necessary trainings on a regular basis. Conduct fiscal analysis, develop, and maintain automated tracking spreadsheets to assist in managing contract invoices. Ensure school grant invoices are processed timely and obligations are not left outstanding. Acts as primary point of contact between the TTF and the department’s Contract Management Unit and Accounting to address contract related issues. Represents the TTF on intradepartmental contract related workgroups, provides expert technical assistance to the department’s Contract Management Unit, Accounting Section, and Legal Office on TTF procurement needs.

25% Develops and maintains fiscal and administrative processes to manage multiple fiscal and operational tasks. Ensures excellent customer service and support to the TTF. Provides direction to staff for creating and maintaining desk procedures and operational manuals. Analyzes revenue and expenditure data from the California Department of Public Health’s FISCAL Online Reporting Environment (FORE) system to identify current or potential discrepancies. Updates monthly expenditure tracking in order to monitor spending in adherence to budget authority and available funding. Utilizes tracking mechanisms to provide the TTF Chair with fiscal status briefings. Works with Emergency Preparedness Office Assistant Deputy Director to strategize solutions to resolve fiscal discrepancies and to ensure spending will not exceed State Budget Authority or available grant funding. Works with Budgets in preparing the TTF assumptions and budget for the Governor’s Budget and May Revision. Provides expert assistance to the TTF staff regarding proper review and monitoring of appropriations, expenditures, and encumbrances. Analyzes revenue and expenditure data to identify current or potential problems and formulates solutions.

15% Oversees and assigns for completion all fiscal, administrative, and operational drills, or other urgent requests from the CDPH Center for Infectious Diseases (CID), Office of Legal Services, Director’s Office, Health and Human Services Agency, State Controller’s Office, Department of Finance, Governor’s Office, Legislature, CDPH Budgets Office, and other governmental entities.

15% Coordinates contract reviews through the organization and ensures that adequate funding is available to support contracts. Secures required signature approvals from all levels of TTF.
Management and CID Executive Staff.

**Marginal Functions (including percentage of time)**

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<th>5%</th>
<th>Performs other SSM II work-related duties as required</th>
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I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.  

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| I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)  

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<td>Supervisor’s Signature</td>
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<td><strong>HRD Use Only:</strong></td>
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